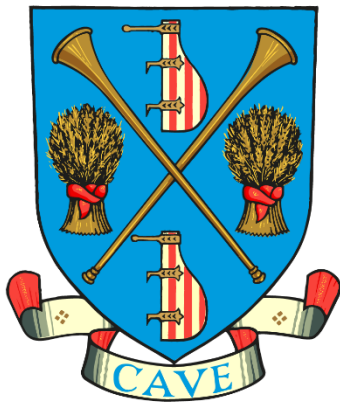


Finance and Administration Manager



Ware Town Council





Ware Town Council

The Priory

High Street, Ware

Hertfordshire, SG12 9AL

Telephone 01920 460316

Dear applicant

Thank you for your interest in applying for the role of RFO / Finance and Administration Manager.

This pack is designed to give you more information about the role and our organisation, additional information can be found on our website.

An interesting and rewarding position has become available with Ware Town Council to lead the Finance and Administration function, contributing as part of the senior leadership team across the whole portfolio of activities of Ware Town Council. The council has a precept of £2.1M and other income of £800K pa and is currently embarking on several exciting projects including the £1.5M development of our Lido.

Ware Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview. Please ensure that the form contains all the information that you want to get across.

Completed forms should be emailed to Terry Philpott, Chief Executive and Town Clerk townclerk@waretowncouncil.gov.uk by 5pm on 13th March 2025.

If you would like an informal discussion or more information about the role and our organisation, please contact me 07891 165701. Please note that I am on annual leave between 26th February and 11th March with limited access to phone and email.

Your faithfully

Terry Philpott

Chief Executive and Town Clerk





JOB DESCRIPTION

JOB TITLE:	Responsible Finance Officer / Finance and Administration Manager
PLACE OF WORK:	The Priory
SPINE POINT:	SCP 33 to 36
ALLOWANCES:	Location allowance relevant to Ware
HOURS OF WORK:	37 hours a week
REPORTS TO:	Town Clerk
MANAGEMENT RESPONSIBILITIES:	See attached organisation chart

A Main Purpose of the Job

Ensuring the effective financial control and management of the Town Council and the Priory Charity's accounts, precept and budgets, in line with the Council's Financial Regulations

Effective and efficient supervision of Administration Team / Execution of Administration Functions including Cemetery administration.

To oversee the management grants from Ware Town Council and grant applications to external providers.

To deputise for the Town Clerk in matters of Council governance.

B Areas of Day-to-Day Responsibility

Governance / Risk Management

1. Ensure effective Governance and Risk Management at all times.

Budgeting

1. Assist with budget setting process.
2. Send Precept request to East Herts Council once agreed.

Bank Accounts

1. To ensure cash and cheques are banked weekly.
2. Ensure all bank accounts are reconciled frequently.
3. To manage cashflow between accounts.
4. Ensure petty cash records are maintained and reconciled.

Investments

1. Manage cash flow.
2. Ensure effective investment at all times.

Accounts Month End

1. Ensure all sales invoices are raised.
2. Check Bank Reconciliation.
3. Check VAT records for month.
4. Check spending against budget, to ensure correct cost centres have been charged.
5. Check Debtors and Creditors.
6. Check Catering Commission.
7. Raise all Tenant invoices for rental and utilities.
8. Spot check Creditor statements.
9. Credit control.
10. Complete spreadsheet for Management Accounts – email out to all Councillors.

Accounts Year End

1. Ensure all Accruals/Prepayments are recorded.
2. Check annual expenditure against budget.
3. Produce spreadsheets regarding payroll, petty cash and S106 expenses.
4. Liaise with internal auditor for twice yearly audit.
5. Liaise with external auditor regarding annual audit and time frames,
6. Create audit file, containing information for Auditors,
7. Check contracts are up to date, and that we are receiving best value.
8. Produce contract summary to be reviewed and approved by Council.

VAT

1. Process quarterly VAT online for all entities.

External Funding

1. To liaise with Section 106 officer to check if there any available funds for projects.
2. To seek and apply for grant funding relevant to organisational objectives.

Grants

1. Process all requests for Grants – create and send out application forms, answering any queries that applicants have.
2. Collate all requests into spreadsheet as appendix to agenda.
3. Copy all applications to send to Council.
4. Raise BACS payments to all successful applicants and ensure correct expense entered into Sage.
5. Working with the Communications Manager publicise the WTC grant programme.

Procurement

1. To ensure best value in all aspects of procurement.
2. To ensure that procurement considers ESG and environmental objectives.
3. To maintain contract schedule.
4. Ensure organisational compliance from purchase order to invoice payment and reconciliation.

Tenders & Section 106

1. To enter tenders onto contract finder.
2. Compile all returned tenders and score them & provide a recommendation to Council.

Insurance

1. Arrange annual insurance cover for Town Council and Trust property.
2. Arrange public liability and employers' liability insurance.

3. Process insurance claims to conclusion.
4. Answer queries regarding insurance issues for the Town Council.

Commercial Activities meetings (Lido / Priory Trading / Cemetery and Allotments)

1. Attend Commercial Activities meeting.
2. Prepare Agenda and Agenda pack and email out.
3. Provide financial information for agenda – to include the Management Accounts.
4. Take minutes.
5. Record attendees/apologies.
6. Produce minutes and email out.
7. Execute any follow-up actions / postings necessary.

Human Resources and Payroll

1. Ensure timesheets are received and correctly authorised.
2. Collate timesheet information.
3. Liaise with external payroll provider to ensure payroll is completed.
4. Keep records of TOIL, holidays, sick days and ensure correct authorisation for each.
5. Analyse payroll across cost centres and post to Sage accounts software.
6. Keep payroll records for audit purposes, with reconciliations of payments made to staff and HMRC.
7. Set up monthly payments to HMRC for PAYE & NI.
8. Set up monthly and annual Pension returns payments.
9. Ensure proper documentation for starters and leavers.
10. Keep staff mileage & expense records.
11. Carry out DBS checks as required.

Third Parties

1. Maintain relationship with the Council's bank and other relevant third parties.

C As Administration Team Manager:

1. Management and development of the Administration Team
2. Ensuring cover of any Administration Team absences, ensuring continuous service delivery
3. IT management and office support functions.
4. Management of legal papers related to leases, and licences for Priory and WTC properties.
5. Management of the Council's Complaints Procedure

In Addition:

Some evening and out of hours working may be required (including attendance at evening meetings of the Council as directed by the Town Clerk).

Undertake such duties as may be required by the Town Clerk and which are reasonably consistent with the duties, grading and character of the post.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.

Face to face, telephone, written and electronic communication.

Working Environment

Based at The Priory plus home based options based on the Ware Town Council Agile working policy. The Council operates a smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings. All staff must commit to Equal Opportunities and Anti- Discriminatory Practices.

Ware Town Council Values

To work in a way that embodies the Councils values: -

<p>Adaptable</p> <p>Accept and work with change</p>	<p>Forward thinking</p> <p>We start with the end in mind</p>
<p>Willing to adapt work practices to support team members working together to resolve issues, meet targets, deadlines and challenges.</p> <p>Move out of our comfort zone and question how you do things.</p> <p>Work with others to meet joint challenges and reduce duplication.</p>	<p>Initiative: We are proactive and use our creativity to identify and resolve problems.</p> <p>Strive for excellence: We will seek innovative solutions to reduce costs, identify new ways of working and generate income.</p> <p>Plan ahead – anticipate outcomes ahead of changes.</p> <p>Use new technologies and working practices to make service improvements and reduce costs.</p>
<p>People Orientated</p> <p>We are one team with common goals.</p>	<p>Integrity</p> <p>We are honest and open in all our dealings and deliver on our promises.</p>
<p>Customer focussed: We understand and aim to meet our customers diverse needs, treating them fairly and with respect.</p> <p>Expertise: We recognise and value the differences, skills, knowledge and experience of all in our team.</p> <p>Empowerment: We encourage team members to take initiative.</p> <p>Listen to improve: Engage with residents and staff. Be seen, invite feedback and consult with them to inform our improvement plans.</p> <p>Always be approachable, calm and respectful.</p> <p>Clearly communicate our decisions, without using jargon.</p>	<p>Accountable: We are accountable for our actions, admit mistakes, put them right and learn from them.</p> <p>We challenge poor or unfair practice and feedback.</p> <p>Keep personal data confidential and secure.</p> <p>Consistency: We ensure consistency and transparency in all we do.</p> <p>Professionalism: We act professionally in challenging situations.</p>

Equal Opportunities and Anti-Discriminatory Practices

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meetings on a regular basis with your line manager.

Environment / Sustainability

To support Ware Town Council's Environmental initiatives and consider the environmental impact of all activities undertaken.

FINANCE AND ADMINISTRATION MANAGER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>Accountancy qualifications at AAT level 3 or 4.</p> <p>Educated to at least A level or equivalent including professional qualifications where appropriate.</p> <p>Commitment to further professional development where required.</p>	<p>CILCA or willingness to achieve in 18 months.</p> <p>Membership of professional bodies inc SLCC, CIPFA.</p>
Management	<p>Self-motivation and ability to actively seek out and create opportunities for continual service enhancement.</p> <p>Recognised success in promoting and embedding a positive culture across service boundaries.</p> <p>Understands the difference between management and leadership and displays qualities aligned to the latter.</p>	<p>Strong people development capability with a clear focus on the development of the potential of both individuals and teams</p>
Communication Skills	<p>Excellent communication skills.</p> <p>Excellent telephone manner and customer service skills.</p> <p>Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.</p> <p>Regular contact with contractors, the emergency services, general public and other external agencies, requiring resourcefulness, tact and patience.</p>	<p>Experience of working with diverse stakeholders and colleagues.</p>
Knowledge and Experience	<p>Experience of working in a financial environment, including production of financial reports, budget management and report writing.</p> <p>Ability to interpret financial reports.</p>	<p>Previous experience in local government.</p> <p>Up to date knowledge of local government legislation.</p>

	<p>Experience of working in an administrative environment.</p> <p>Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.</p> <p>A working knowledge of strategies to achieve value for money.</p>	<p>Understanding of services provided by the council including Cemeteries and Allotments.</p>
Skills	<p>An ability to work under pressure with changing priorities and timescales.</p> <p>Ability to work alone and in a team.</p> <p>An ability to take the initiative and devise creative solutions.</p>	
Information Technology	<p>IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets.</p> <p>Practical experience in an appropriate accounting package.</p>	<p>Experience of SAGE accounts.</p>
Other	<p>Ability to operate with complete impartiality in a political environment.</p> <p>Passionate about communities and community led initiatives</p> <p>Ability to work as part of a team.</p> <p>Positive “can do” attitude and willingness to support others where needed.</p> <p>Willingness to work evenings and weekends.</p> <p>Enthusiastic, proactive and able to use initiative.</p>	

Selection Process and Interviews

Date	
10 th February 2025	Role advertised
13 th March 2025 (5pm)	Closing date for applications. A shortlisting panel will review each application and score how well you meet the essential and desirable attributes on the person specification.
14 th March 2025	Shortlisted applicants invited for interview by email.
21 st March 2025	Interview plus short presentation to interview panel, details to be confirmed with the interview invitation. Interviews will be held at The Priory in Ware.
	Start date tbc

Principal Terms of Employment

Job Title: Finance and Administration Manager / Responsible Financial Office (RFO)

Salary: Local Government scale point (SCP) 33 to 36

Full time salary range (£42708 - £45718 per annum) (pay award pending from 1st April 2025) plus location allowance £706pa pro rata.

Holiday: You will receive 25 days paid holiday, plus bank holidays.

Hours of Work: The role is 37 hours per week.

Probation: New starters are subject to a six-month probationary period.

Appraisal: All team members undergo an annual appraisal.

Pension: You will be enrolled in the Local Government Pension scheme.

Other benefits:

Access to funded training relevant to the role .

Employee Assistance Programme.

Sick pay.

Hybrid working with a minimum of 40% office attendance per week.

For more information, please contact

Terry Philpott, Chief Executive and Town Clerk, Ware Town Council

07891 165701

townclerk@waretowncouncil.gov.uk

Ware: The Local Picture

Ware is a town of around 19800 people in Hertfordshire, England close to the county town of Hertford, and lies on the River Lea. It is also a commuting town for London, with regular rail services between Ware railway station and London Liverpool Street

The town lies on the north-south A10 road, and the east-west A414 (for Hertford to the west and Harlow the east).

Ware has many listed buildings by Historic England, many timber framed, four grade I, fifteen grade II* and 181 grade II, including the remains of a fourteenth-century friary, now the local council offices and a conference centre called The Priory and Fletcher's Lea.

The town is also famous for its many 18th-century riverside gazebos, several of which have been restored recently.

Today the town's main employer is GlaxoSmithKline which has a large plant in the town.

The Town has many local community groups, a Sports and Leisure Centre at Wodson Park and an open-air Lido in the grounds of The Priory.

Management of the Council

Ware Town Council – an overview

There are three tiers of local government locally, each with different responsibilities.

Ware Town Council is the first and most local tier, with an important role to play in promoting the town, representing its interests and supporting the work of different groups in the community. Decisions made by the Council will be made at formal meetings which are open to the public.

In December 2023 Ware Town Council achieved Gold Accreditation in the local council award scheme, one of only 57 councils in the country. Terry Philpott, Town Clerk was awarded the National Association of Local Councils Clerk of the Year for 2022.



Councillors:

The strategic direction for the Council is provided by its 11 elected Councillors who represent five wards across the Town. Elections are held every four years, the next being in May 2027.

Each year, the Council elects from amongst its members the Town Mayor and Deputy Town Mayor.

Councillors receive a small allowance for their duties. The mayor receives a further allowance to meet any expenses involved in fulfilling the Mayoral duties.



East Herts District Council is the second tier and is responsible for services including car parking, waste management, housing, planning applications and street cleaning.

Hertfordshire County Council's responsibilities include highways (relating to both roads and pavements), education, health and social services, public rights of way and libraries.